

I.	<u>Position Title:</u>	Planning Intern	<u>Revision Date:</u>	09/2013
			<u>EEO Code:</u>	Administrative Support
			<u>Status:</u>	Non-Exempt

Under general supervision of the long Range Planner or the Planning Director, performs professional level planning activities for the city which may include: research and analysis of technical data, assisting the public in applying planning and zoning regulations assisting the general planning process, gathering data, and organizing statistical information.

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may frequently bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. A constant need for viewing plans, ordinances, etc; verbal interaction and listening skills necessary to deal with the public.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to moderate exposure to deadlines; attendance at night meetings; work requires on-going supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____